












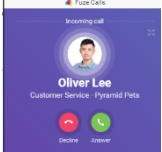
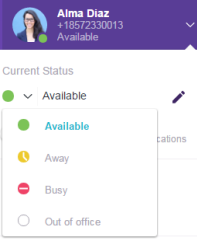























Place an Internal Call	Receive an Incoming Call	Set Presence Status
<ol style="list-style-type: none"> 1. Click  2. Enter the name or number in the Search for people field 3. Hover over the contact and click the  icon OR 4. Click the  icon 5. Enter the number with mouse or keyboard 6. Available basic actions during an active call <div data-bbox="247 565 453 623" style="border: 1px solid black; padding: 2px; margin: 5px 0;">     </div> <ol style="list-style-type: none"> a. Mute microphone b. Place caller on hold c. Dial pad d. Hang up 	<ol style="list-style-type: none"> 1. Click the  icon to answer the call OR 2. Click the  icon to send the call to voicemail OR 3. Click  or  to answer or decline the call from the Active Calls area <div data-bbox="810 451 1029 493" style="border: 1px solid black; padding: 2px; margin: 5px 0;">  </div> <p>Note: While Fuze Desktop is inactive, a call control window will appear; hover over window and click the  icon to expand to full screen.</p> <div data-bbox="1150 602 1310 753" style="border: 1px solid black; padding: 2px; margin: 5px 0;">  </div>	<ol style="list-style-type: none"> 1. Click the profile dropdown arrow, then click the Current Status dropdown to the expand menu <div data-bbox="1850 240 2045 477" style="border: 1px solid black; padding: 2px; margin: 5px 0;">  </div> 2. Select the applicable status option 3. Click the  icon and then click the  icon to enter a custom message (optional) 4. Click the Do not disturb toggle to decline incoming calls and mute notifications
Transfer Now or Transfer to Voicemail	Transfer Call First	Merge Active and Held Call
<p>To transfer a call immediately:</p> <ol style="list-style-type: none"> 1. Click the  icon on an active call 2. Enter the name or number to transfer the call to 3. Hover over the contact and click  to transfer immediately <p>To transfer directly to voicemail:</p> <ol style="list-style-type: none"> 1. Click the  icon on an active call 2. Enter the name or number to transfer the call to 3. Hover over the contact and click  to transfer directly to voicemail 	<ol style="list-style-type: none"> 1. Click the  icon on an active call 2. Enter the name or number to transfer the call to 3. Hover over the contact and click  to speak with the receiving party 4. Click the  icon to complete transfer 	<ol style="list-style-type: none"> 1. Place active call on hold 2. Click the  icon 3. Answer the incoming call 4. Click the  icon 5. Click the name on hold 6. Click the  button

Create an Audio Conference	Add a New Contact	View the Voicemail List
<ol style="list-style-type: none"> 1. Call the first participant 2. Click the  icon 3. Enter the name or phone number of additional participants (maximum of five participants) 4. Select the name or number 5. Click the  button 	<ol style="list-style-type: none"> 1. Hover over and click Settings on the RECENT list, then click the  button OR 2. Click the unknown number on the RECENT list and click  3. Click the  button on the Search for people page 4. Fill in all applicable fields and click  	<ol style="list-style-type: none"> 1. Click the  icon 2. Click the  button 3. Click the voicemail 4. Click the  button to listen to the voicemail 5. Click the ESC icon to exit the voicemail list